

Missouri Division of Alcohol and Drug Abuse

Bulletin Number: 005	CLINICAL SERVICES BULLETIN	Effective Date: 2-10-2008
<input type="checkbox"/> New	Subject: Documentation of Clinical Services- Individual Counseling/Case Management/Community Support	Number of Pages: 1

1. Affected programs and consumers

- 1.1 All ADA contracted CSTAR, Enhanced Primary Recovery Plus, Primary Recovery Plus, Compulsive Gambling and SATOP CIP programs

2 Explanation of completing documentation in CIMOR, other electronic programs or consumer file for individual counseling sessions, case management or community support services

- 2.1 An appropriately credentialed person conducting an individual counseling session or providing a community support/case management intervention that includes or results in the need for updating information in CIMOR, other electronic programs or the consumer's file may do so during the clinical service activity under the following conditions:
 - The consumer must be present in a face to face session while data is entered.
 - The staff shares or collaborates with the consumer regarding what is being documented.
- 2.2 Examples of information that might be documented in CIMOR include: program assignments and level changes (to coincide with treatment plan reviews); updating the ADA Assignment page (formerly TEDS data); requesting clinical authorization of services (clinical justification page).
- 2.3 Documentation that occurs outside of the clinical activity, when the consumer is not present, or is completed by billing or office staff may not be billed.

3. Reimbursement Rate

- 3.1 The documentation will take place during and as part of the clinical activity so the session length will not be increased by the documentation time.
- 3.2 The reimbursement rate will be the same as the contracted rate for the service being billed.